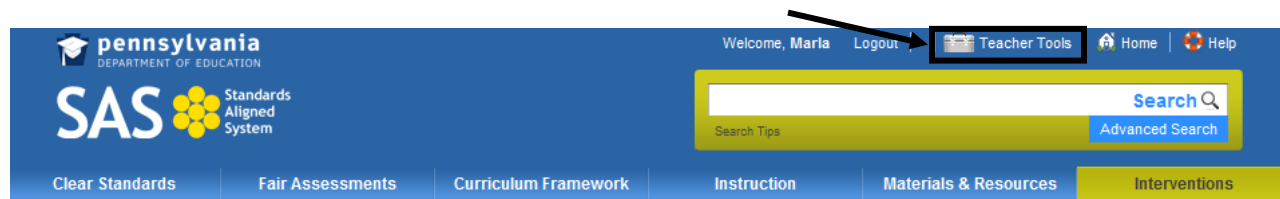


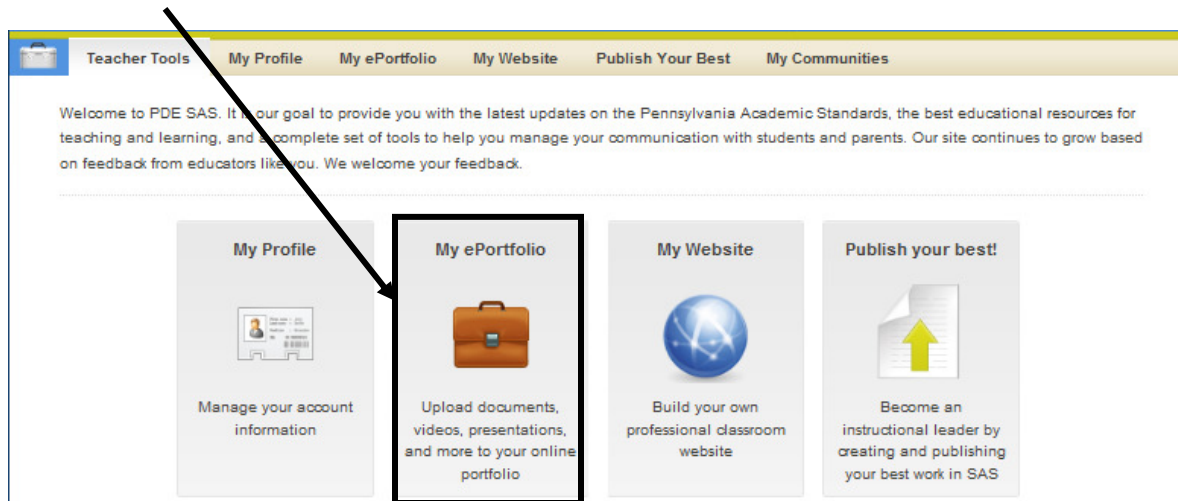
My ePortfolio

My ePortfolio is an electronic (web-based), portable filing cabinet. You can store virtually any file you want – word processing, presentations, spreadsheets, images – as long as it is already saved to your computer or another storage device. You can also organize your **ePortfolio** by creating specific folders.

1. Click **Teacher Tools** in the upper-right hand corner of any page in **SAS**.

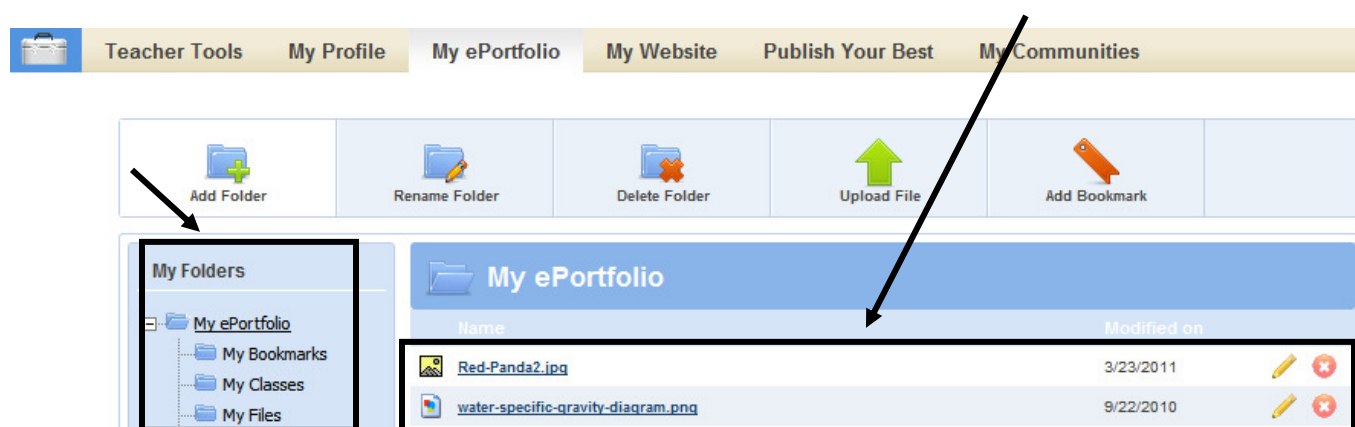


2. Choose **My ePortfolio** from the **Teacher Tools** menu:



The first time you enter your **ePortfolio**, you will see one main folder, **My Portfolio**, as well as three subfolders; **My Bookmarks**, **My Files** and **My Classes**. The subfolders are empty, and can be renamed if desired.

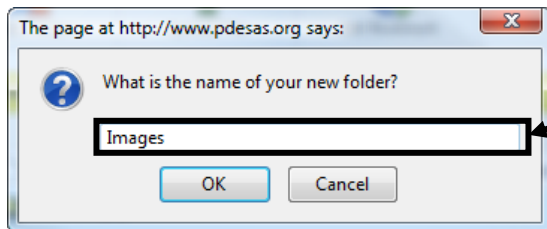
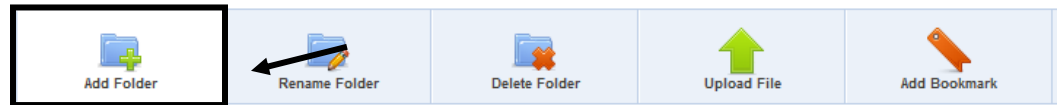
You may also see items that you have saved throughout this training session listed on the right side of the screen – as of now, all of these items are stored within the **My Portfolio** folder.



Add Folder

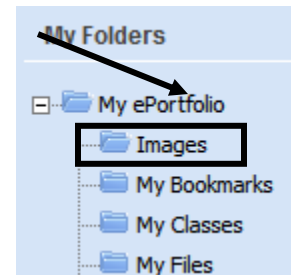
You can create as many folders as you like to get yourself organized. You also have the ability to create subfolders within a folder.

1. Click **Add Folder**.



2. Type a name for the **New Folder**, and click **OK**.

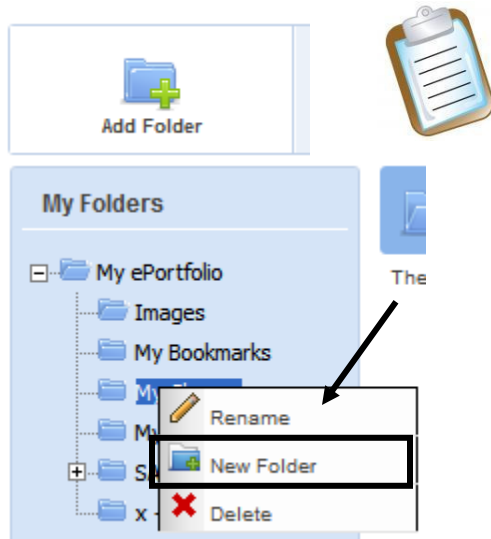
3. A **New Folder** will be added under the **My Portfolio** folder.



4. Repeat Steps 1-3 to add as many folders as necessary.

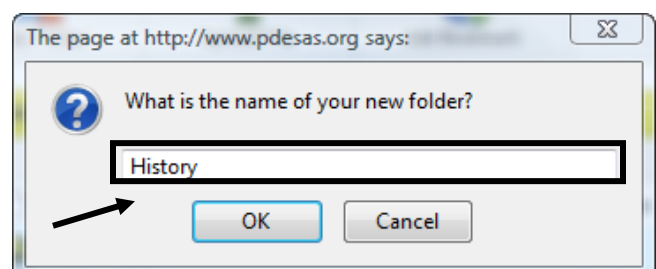
Create Subfolders

1. Right-click your mouse on the folder you wish to add a subfolder to. Select **New Folder**.



NOTE: Macintosh users, click the **Folder** you wish to add a **Subfolder** to, and then click your mouse on the **Add Folder** icon above the folder list.

2. Type a name for the **New Folder**, and click **OK**.

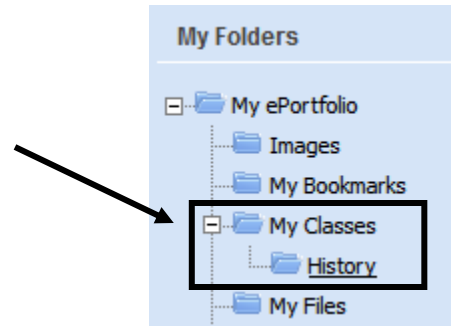


3. A **Subfolder** will be added to the folder.

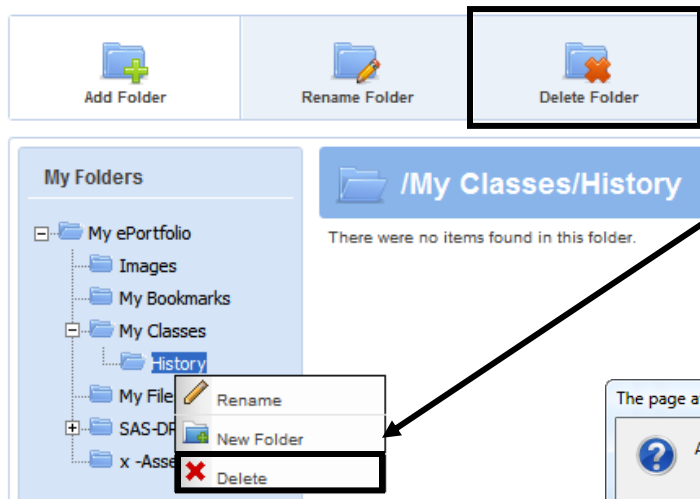


Drag and Drop:

Users may also elect to use the **Drag and Drop** feature. Click on a **Folder**, and while holding your mouse button down, drag the **Folder** on top of the folder you want it to become a **Subfolder** of.

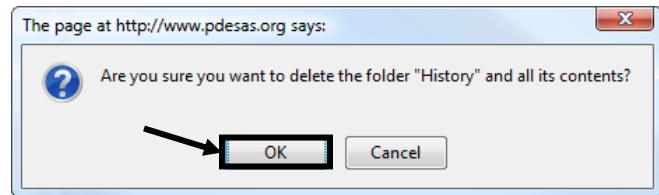


Delete Folders



1. Right-click your mouse on the folder you wish to delete and select **Delete** OR click the **Delete Folder** icon above the folder list.

2. Click **OK**. The folder will be deleted.



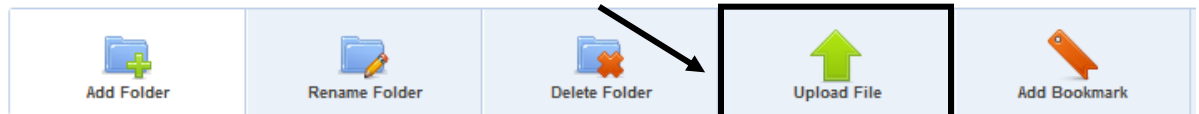
WARNING:

Be aware that if you delete a folder, you also delete all of its contents. If there are any subfolders attached to that folder, you will also delete them and all of their contents.

Upload Files

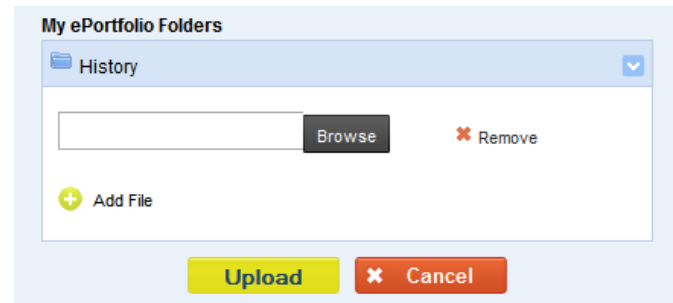
As long as a file is saved somewhere first, you can upload it to your **ePortfolio**.

1. Click **Upload File**.



2. Select a **Folder** to save the file to. By default, the folder that is currently open will be selected.

- Click **Browse** to find the file on your computer.



- Once you locate the file, highlight it and click **Open** (or double-click the file).

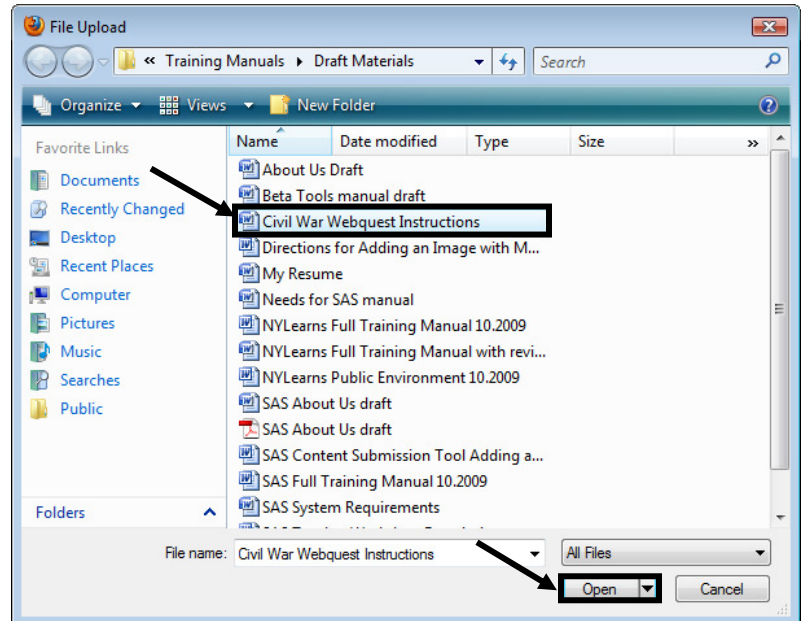
NOTE:

To ensure success when moving files between platforms (Mac to PC), include the proper file extension* when you first save the file.



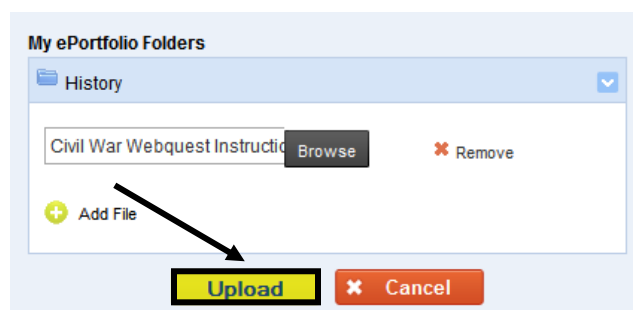
Word – .doc, .docx
 PowerPoint – .ppt, .pptx
 Excel – .xls, .xlsx
 Access – .mdb, .accdb
 Inspiration – .isf, .ins, .ist
 Sound files – .wav, .mp3, .wma
 Videos – .mov, .wmv, .mp4
 Images – .jpeg, .gif, .tif

Also, avoid special characters such as /, \, #, ?, -.



WARNING:

SAS may automatically resize your **picture files** during upload. To ensure that the picture is not distorted in any manner, it is best to adjust the image size prior to upload. The **suggested width** for picture files is **528 pixels**.

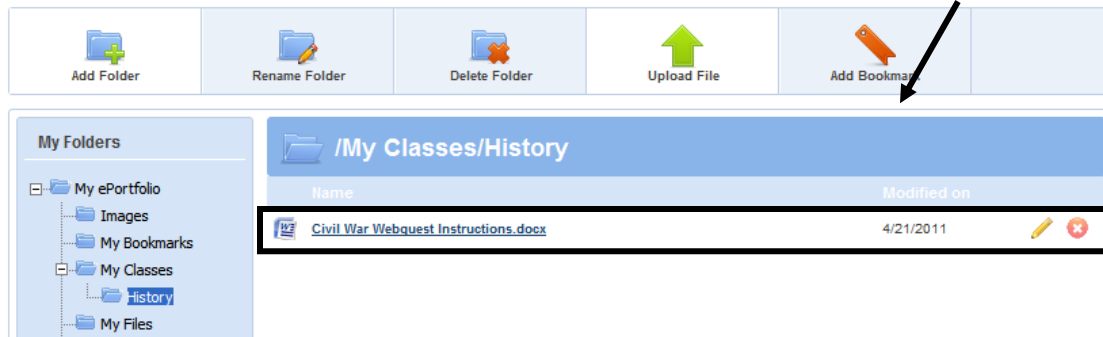


- To save time, users can elect to upload multiple files to a folder at one time. Click the **Add** button (optional).

To delete a file prior to upload, click **Remove**.

- Repeat steps 3-5 to add additional files to the **ePortfolio** if necessary.

- Click the **Upload** button. The window will close, and the file(s) will be added to the appropriate folder within the **ePortfolio**.

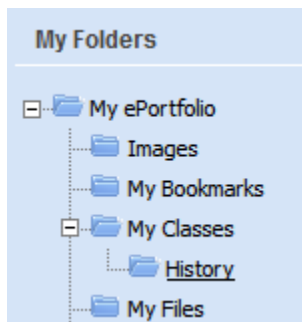
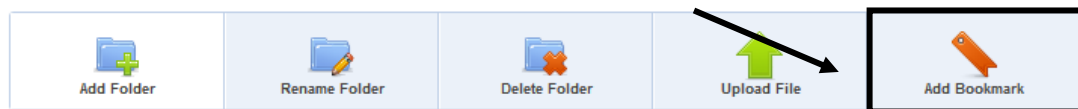


NOTE: The **ePortfolio** is an electronic, portable filing cabinet. It is a holding area, not a workspace. You MUST download (save to your computer) documents/files in order to open/modify/print them.

Add Bookmark

You can bookmark your favorite Internet websites.

- Click **Add Bookmark**.



- Select a **Folder** to save the file to. By default, the folder that is currently open will be selected.



My ePortfolio Folders

History

Title:
Selected Civil War Photographs

Description: (optional)
Over 1,000 photos archived from the Library of Congress.

URL:
<http://memory.loc.gov/annex/cwphtml/cwphome.html>

Save **Cancel**

- Provide a **Name** for the file.
- Type a **Description** for the file.
The **Description** is wording describing a file that appears when the mouse is rolled over the item in the **ePortfolio**.
- Type the **URL** (web address).

- Click the **Save** button. The window will close, and the bookmark will be added to the appropriate folder within the **ePortfolio**.

To Copy and Paste a URL:

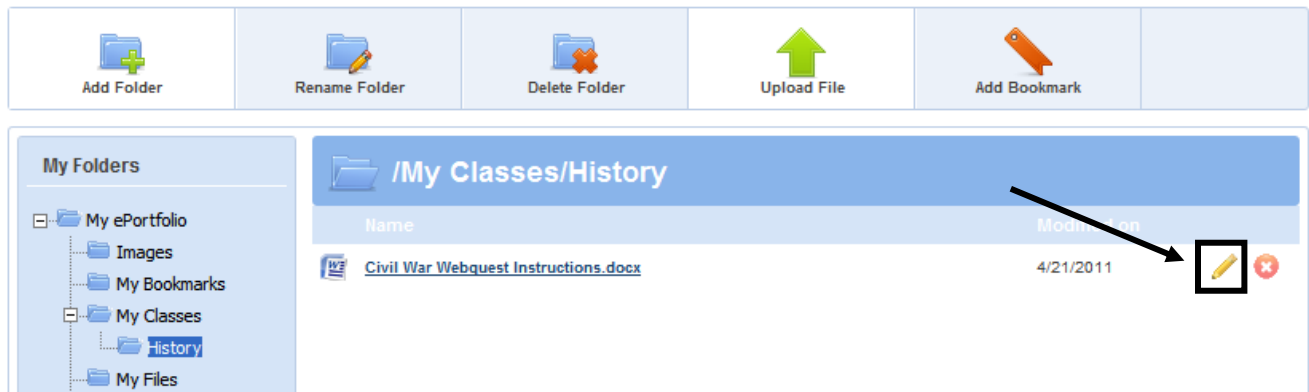
- Open two windows/tabs with your web browser.
- In one window/tab, login to **SAS**.
- In the other window/tab, find the desired web site.
- Highlight the **URL** in the address/location bar, and copy it.
- Return to **SAS** and paste the **URL** into the correct field. Be sure the pasted **URL** completely replaces any other text.



Organizing the ePortfolio

Once an item is uploaded to your **ePortfolio**, you can move it to another folder, rename it, edit the description, or delete it. In the case of an Uploaded File, you will also be able to browse for a different file.

Click the **Pencil icon** to the right of the item you wish to make changes to:



- To move an item into another folder, select it from the **Folder** drop-down list.
- To rename an item, edit the **Name**.
- To select a different file, click **Browse** and navigate to the location where the new file is saved. Highlight the new file, and click **Open**.
- To add a description, enter the text in the **Description** field.
 - To save your changes, click **Save**.
 - To cancel any changes, click **Cancel**.

If you moved the item to a new folder, click the folder icon to open the folder and see the item:

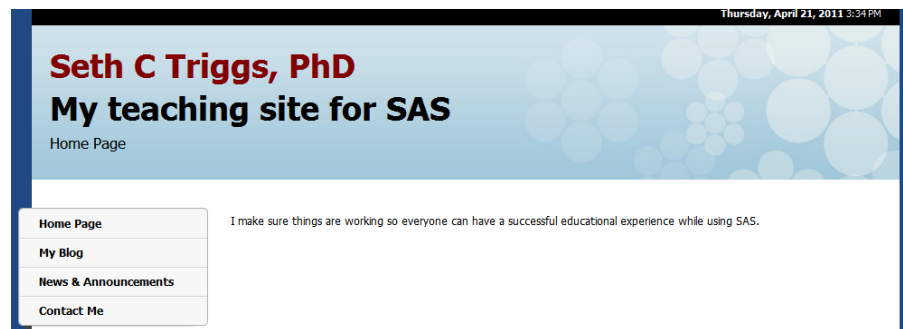


My Website

All registered users of **SAS** can create a **Website** to use as a communication tool. The **Pages** are formatted; you just need to supply the content.

You can modify your **Website** to reflect:

- the specific classes you teach
- the events relevant to your class or school
- the resources you want available for yourself, colleagues, students, and/or parents



Your website address is: <http://websites.pdesas.org/your SAS username>

To open the **Website Builder**:

- Click **Teacher Tools** in the upper-right hand corner of any page in **SAS**.

